4.8.1 Transaction Processing for Add

The Transactions subsystem provides the capability to add case and item information, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer for all active disposal cases. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

- From the NPDMS MAIN MENU type 5 at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press < Enter>.

The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM TRANSACTI ON MENU TX Sel ecti ons:	03/01/01 08: 57: 08 MSXXX
1 Add 2 Change 3 Del ete 4 Recei pt 5 Sal es 6 Exchange (Trade 7 Freezes and Dis (Includes Scra	spositions	e 1 No
ECN: ERN: Trans Id: Navi gati on:		io:eze)

INPUT DATA

- Enter Selection input value = 1
- Prop Case No (Only used for Item add to an existing component system)
- Item Id (Optional)
- ECN (Controlled property only)
- Cust Acct No (Optional)

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.1.1 Controlled Add With GSA Reporting

With the valid entry of an Equipment Control Number (ECN), this process extracts data from NEMS. The Controlled Add with GSA reporting function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
 Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
 from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
 on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
 displays the extracted NEMS and Center default data, and places the cursor at the first input
 field.

ND4110MA / ND4110PA				03/01/01 09: 02: 23	
	A CA		-	MSXXX	
		Cust Acct No: 3	33001		
Local Ref No:	Tu	rn-In Doc No: _			
Initiators Name:		Initiators (Org Code: .		
Initiators Phone: (_) *****************	NSN: *	****		
Item Name: *******	**************	******	******	*	
Mfg's Code: Mfg	g's Name:		Mfg Ye	ar:	
Model No:	Part No:				
Serial No:	Part No: MMA Code:	CC: **	Cap Sens	Code: X	
CURR OTY: ****	UNIT OF MEASURE: **	UNIT ACO COS	ST: *****	*****	
com qii.		0.111 1.104 000			
Stock Status Code: 5	Contr Prop	Tag N	No.		
Poi mburgoment Code:	Contr Prop: _ Grantee Prop: _	Contr/Crant N	No:		
Eve/Sal a: Unal ai mod	Prop: _ Date Found:	Foir M	ht.		
Exc/Sare Ulcrarilled	rrop bate round	raii w	ΛL		
Haz Mat Codo: Haz N	/at Ind: _ Precious Metals	Codo: A Print	Di olam Do	o. V	
	at Thu Frectous metars				
Ttelli besc.	• • • • • • • • • • • • • • • • • • • •			(Y/N): N	
Novi goti on			KEIAIN	(1/N). N	
Navigation:	5 PF16 PF17 PF18 PF19-	DEOC DEOL DI	EOO DEOO	DEQ4	
			FZZ PFZ3-		
HELP LOPF PREV	CNCL	CLEAR		EXIT	

EXTRACTED FROM NEMS

- Cust Acct No
- ECN

- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

input value = your document number

•	Mfg's Code	input values = valid code, ZZZZZ or XXXXX . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N , X , Q , M or P
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Stock Status Code Contr Prop	Program Stock, 3 for Stand-By-Stock, 4
•		Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop Tag No	Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop Tag No Reimbursement Code	Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property input value = Y or blank
•	Contr Prop Tag No Reimbursement Code Grantee Prop	Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property input value = Y or blank
•	Contr Prop Tag No Reimbursement Code Grantee Prop Contr/Grant No	Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property input value = Y or blank input value = Y or blank
•	Contr Prop Tag No Reimbursement Code Grantee Prop Contr/Grant No Exc/Sale	Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property input value = Y or blank input value = Y or blank input value = Y or blank
	Contr Prop Tag No Reimbursement Code Grantee Prop Contr/Grant No Exc/Sale Unclaimed Prop	Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property input value = Y or blank
	Contr Prop Tag No Reimbursement Code Grantee Prop Contr/Grant No Exc/Sale Unclaimed Prop Date Found	Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property input value = Y or blank

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Retain input value = Y or N

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain Field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRI PTI ON	
PROP DESC	TEST	1 2
DESC		3 4
		5 6
TECH HEADERS		
TECH DESC		2
	13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 F LP LOPF CNCL PGUP PGDN INSRT	5 6 F24

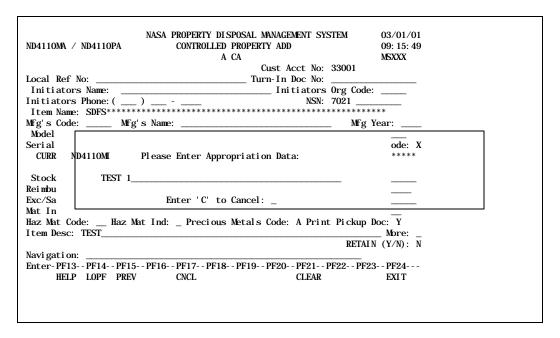
- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).



Appropriation Data

- Enter 'C' to Cancel

input value = **C** or **blank**

• Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).

	NASA	PROPERTY DISPOSAL MANAGEMEN	T SYSTEM MM/DD/YY
ND4110MA	/ ND4110PA	CONTROLLED PROPERTY ADD	HH:MM:SS
		A CA	XXXXX
		Cust Acct	No: 02022 ECN: G000101
Local Ref	No:	Turn-In Doo	2 No:
Initiato	rs Name:	Initia	ators Org Code: EP83_
Initiator	s Phone:()	STD: ()	NSN: 7021
Item N	:	Y2K STATUS	* * * * * * *
Mfg's C			Mfg Year: 2001
Model	Status Code: y	'Y' = Y2K Compliant	
Serial	_	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR		'U' = Unknown Status	: 1522.00*****
Stock	Certifier's		:
Reimbur	Name:		<u> </u>
Exc/Sal			:
Haz Mat C	ode: Haz Mat Ind	: _ Precious Metals Code: A	Print Pickup Doc: Y
			-
			RETAIN (Y/N): N
Navigatio	n:		111111V (1/1V) - IV
_		PF17PF18PF19PF20PF	
	P LOPF PREV		LEAR EXIT
11111	I LOII INDV	C1,C1	JU1111 11XIII

INPUT DATA

• Status Code Input value = Y, N, or U

- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTI DISPOSA ND4110MB / ND4110PA ADD SCR	L MANAGEMENT SYSTEM 03/01/01 EEN 2 09: 17: 28
A CA	MSXXX
Install Name: MARSHALL SPACE FLIGHT CENT	
Contact Person: XXXX XXXXXXXX**********	**** Phone: (205) XXX - XXXX
Address: BLDG XXXX************	**** Bl dg: 8025***** Room
Property Location City: HUNTSVILLE********	Fax: (205) XXX - XXXX
Location City: HUNTSVILLE*******	State: AL Zip: XXXXX
Country:	
Report To: GSA Region: 04 or DRMD DODAAC:	Print Doc (Y/N): N
Warehouse Loc: Warehouse	d Date:
DML Code: _ Foreign Prop: _ Reclam Co	de: _ CC: A1 Artifact: _
DAYS	Begin Dates End Dates
21_ Installation Screenin	g: 03 01 2001 03 22 2001
Screening 21_ NASA-Wide Screenin	g: 03 01 2001 03 22 2001
Timeframes 0_ Other Federal Screening	g: 03 23 2001 03 23 2001
	g: 03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Cat	
ADDITIONAL COMPONENT ITEMS (Y/N) : N ECN: _	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF1	
HELP LOPF PREV CNCL	CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

• Artifact input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

• Screening Timeframes:

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

• ECN input value = next case to be added, if

any

• Cust Acct No input value = next case to be added, if

any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

ND4110MB / ND4110PA	NASA PROPERTY DI SPOSAL MAN ADD SCREEN 2 A CA		03/01/01 10: 16: 12 MSXXX
Install Name:	MARSHALL SPACE FLIGHT CENTER***	******	
	XXXX XXXXXXX***********	Phone: (205) XXX -	XXXX
	BLDG XXXX**************		
Property	HUNTSVI LLE*******	Fax: (205) XXX -	XXXX
*************	NUNISVI LLE:***********************************	State: AL ZIP: AAAA	**
ND41101	MK		
Maryland - Pri Virginia - Pri	is located in the following area ince Georges and Montgomery Cour ince William, Loudon, Fairfax, a lington Counties, and City of Al	nties only and	
The GSA Region sl	hould be 'W. GSA Regio	n: **	
	Enter 'C' To Cancel: _	*******	***
	PF15 PF16 PF17 PF18 PF19 PF		PF24
HELP LOPF I	PREV CNCL	CLEAR	EXIT

- GSA Region
- Enter 'C' to Cancel input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

• Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

Press <Enter>. If the Contact Person is changed, NPDMS displays the following pop-up window:

	NASA PROPERTY DI SPOSAL MANA	AGEMENT SYSTEM	05/16/02
ND4110MB / ND4110PA	A ADD SCREEN 2		12: 24: 17
	A CA		MSKKF
	MARSHALL SPACE FLIGHT CENTER****		
	kerrie farbman***********		
Address:	BLDG 4201***************	Bl dg: 8025***** Ro	OONE
Property		Fax: (205) 544 -	1836
Location City:	HUNTSFI LLE*******	State: AL Zip: 3581	2
		•	
			+
War!			
DML! PODI E-MAIL	ADDRESS:		! t:
1	. III DALLOO!		
! NEAL CANTRE	LL@MSFC. NASA. GOV		1 2
Scr!	ELEWBI'C. NASA, GOV		1 2
			. ~
	Donation Screening: 06		
	C NASA-Wide: C (C=NPDMS Catalog,		
ADDITIONAL COMPONE	NT ITEMS (Y/N): N ECN:	CUST ACCT NO: _	
Navi gati on:			
Enter-PF13PF14I	PF15 PF16 PF17 PF18 PF19 PF2	20 PF21 PF22 PF23	PF24
HELP LOPF 1	PREV CNCL	CLEAR	EXIT

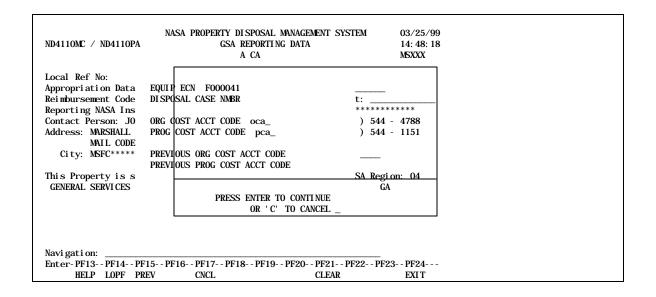
- PODI E-Mail Address
- Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                            03/01/01
ND4110MC / ND4110PA
                             GSA REPORTING DATA
                                                            09: 40: 50
                                                            MSXXX
Prop Case No:
Local Ref No:
                                      Turn-In Doc No:
MAIL CODE XXXX_
  City: MSFC***********
                              State: AL
                                            Zi p: XXXXX _
This Property is scheduled to be reported on 03 23 2001 to GSA Region: 04 GENERAL SERVICES ADMINISTRATION ATLANTA GA
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
HELP LOPF PREV CNCL CLEAR EXIT
```

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = Y or blank
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks. When Contact Person has been changed, he following pop-up window is displayed:

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                          05/16/02
ND4110MB / ND4110PA
                              ADD SCREEN 2
                                                          12: 24: 17
                               A CA
                                                          MSKKF
    Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Contact Person: kerrie farbman********* Phone: ( 205 ) 544 - 8394
        Fax: ( 205 ) 544 - 1836
Property
          City: HUNTSFILLE*******
                                         State: AL Zip: 35812 ____
Locati on
        Country: _
Rep
DML! PODI E-MAIL ADDRESS:
                                                           ! t:
     NEAL. CANTRELL@MSFC. NASA. GOV
                                                           ! 2
Scr !
Tim +-----+ 2
             21_ Donati on Screening: 06 08 2002 06 29 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
     HELP LOPF PREV
                        CNCL
                                            CLEAR
```

- PODI E-Mail Address
- Press < Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB). When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = C or blank
- Press <Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

4.8.1.2 Non-Controlled Add With GSA Reporting

This process allows the user to enter Non-Controlled Add With GSA Reporting data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

Press <Enter>. If the Contact Person is changed, NPDMS displays the following pop-up window:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                               05/16/02
ND4110MB / ND4110PA
                                  ADD SCREEN 2
                                                               12: 24: 17
                                                               MSKKE
    Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Contact Person: kerrie farbman********* Phone: ( 205 ) 544 - 8394
        Fax: ( 205 ) 544 - 1836
Property
           City: HUNTSFILLE*******
                                             State: AL Zip: 35812 _
Locati on
        Country: ___
Rep
War!
DML! PODI E-MAIL ADDRESS:
                                                                ! t: _
     NEAL. CANTRELL@MSFC. NASA. GOV
                                                                1 2
Scr!
Tim +----
                        Donation Screening: 06 08 2002
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
                                             _ CUST ACCT NO:
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: ___
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
     HELP LOPF PREV
                          CNCL
                                                CLEAR
                                                                EXI T
```

- PODI E-Mail Address
- Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- Local Ref No
- Turn-In Doc No input format = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, ZZZZZZ

or if using Z or X see corresponding entry forMfg's

Name.

Mfg's Name input values = blank, name with

matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE**

NOT ASSIGNED with XXXXX Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code input values = N, X, Q, M or P
- Qty
- Unit of Measure
- Unit Acq Cost

Stock Status Code input values = 1 for Store Stock,
 2 for Program Stock, 3 for
 Stand-By-Stock, 4 for Capitalized Equipment, 5

for all other property

Contr Prop input value = Y or blank

Tag No

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

Exc/Sale input value = Y or blank

Unclaimed Prop input value = Y or blank

Date Found input format = MM/DD/YYYY

Fair Mkt

Mat Inv input value = Y or blank

• Shelf Life Type

Exp Date

Ext Date

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Retain input value = Y or N

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks. If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRI PTI ON	
PROP DESC	ITEM 1	1 2
		3 4 5
ТЕСН		6
HEADERS		
TECH		
DESC		3
		0
	13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23F LP LOPF CNCL PGUP PGDN INSRT	F24

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).
- Appropriate data fields are populated and displayed by the system.
- If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's Name.
- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA	ASA PROPERTY DI SPOSAL MANAGI NON-CONTROLLED PROPERTY			03/01/01 09: 59: 41	
ND4110MA / ND4110IA	A CA	ADD		NSXXX	
			_	NDAAA	
		cct No: 33			
	Turn- I n				
Initiators Name:	Ini	tiators Or	rg Code: _		
Initiators Phone: ()		NSN: 70	021		
Item Name: TEST*******	********	*******	*******	k	
	Name:				
Model			8		
Serial				ode: X	
	ease Enter Appropriation Dat	a.		****	
COME INDITIONE II	case Enter Appropriation bat	α.			
Stock					
Rei mbu			_		
	F				
Exc/Sa	Enter 'C' to Cancel: _				
Mat In					
	<pre>Ind: _ Precious Metals Code:</pre>				
Item Desc: ITEM 1				More: _	
			RETAI N	(Y/N): N	
Navi gati on:					
Enter-PF13PF14PF15P	F16 PF17 PF18 PF19 PF20-	- PF21 PF2	22PF23	PF24	
HELP LOPF PREV	CNCL	CLEAR		EXI T	
		-			

- Appropriation Data
- Enter 'C' to Cancel input value = C or blank
- Press **<ENTER>**. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

		ROPERTY DI SPOSAL MANAGE		MM/DD/YY	
ND4110MA /	ND4110PA	NON- CONTROLLED PROPERTY	ADD ADD	HH: MM: SS	
		A CA		XXXXX	
		Cust A	acct No: 33001		
		Turn- I n			
		Ini		ode:	
Ini ti ators	Phone: () -				
Item N		Y2K STATUS	****	****	
Mfg's C			Mf	g Year: 2001	
Model	Status Code: *	'Y' = Y2K Compliant			
Seri al		'N' = Not Y2K Compliant		Sens Code: X	
CURR		'U' = Unknown Status	: 12	25********	
Stock	Certifier's		: _		
Rei mbur	Name:		: _		
Exc/Sal			: _		
Mat Inv			: _		
Haz Mat Cod	e: Haz Mat Ind:	Precious Metals Code:	A Print Picku	p Doc: Y	
Item Desc:				More: _	
			REI	CAIN (Y/N): N	
Navi gati on:				-	
Enter-PF13-	- PF14 PF15 PF16	PF17 PF18 PF19 PF20-	- PF21 PF22 F	PF23PF24	
HELP	LOPF PREV	CNCL	CLEAR	EXI T	

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

	SPOSAL MANAGEMENT SYSTEM 03/01/01
	D SCREEN 2 10: 16: 12
A	. CA MSXXX
Install Name: MARSHALL SPACE FLIGHT	CENTED*********
Contact Person: XXXXXXXXXXXXXXX********	
Address: RIDC YYYY*********	******** Bl dg: XXXX***** Room
Property	Fay: (YYY) YYY - YYYY
Property Location City: HUNTSVILLE*********	State: AL Zin: XXXXX
Country	
Report To: GSA Region: 04 or DRMO DODA	AC: Print Doc (Y/N): N
Warehouse Loc: Ware	housed Date:
DML Code: _ Foreign Prop: _ Recl	am Code: CC: A1 Artifact:
DAYS	Begin Dates End Dates
21 Installation Scr	eeni ng: 03 01 2001 03 22 2001
Screening 21_ NASA-Wide Scr	eeni ng: 03 01 2001 03 22 2001
Timeframes 0 Other Federal Scr	eening: 03 23 2001 03 23 2001
21_ Donation Scr	eeni ng: 03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDM	S Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N E	
Navi gati on: Enter-PF13 PF14 PF15 PF16 PF17 PF18	
Enter-PF13PF14PF15PF16PF17PF18	PF19 PF20 PF21 PF22 PF23 PF24
HELP LOPF PREV CNCL	CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

• Foreign Prop input value = **Y** or **blank**

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

ECN next case to be added, if any

Cust Acct No next case to be added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MB / ND4110PA ADD SCREEN 2 10: 16: 12 MSXXX A CA Install Name: MARSHALL SPACE FLIGHT CENTER********* Contact Person: XXXXXXXXXXXXXXXXX************ Phone: (XXX) XXX - XXXX Fax: (XXX) XXX - XXXX Property City: HUNTSVILLE******* Locati on ND4110MK If the property is located in the following areas: Maryland - Prince Georges and Montgomery Counties only Virginia - Prince William, Loudon, Fairfax, and Arlington Counties, and City of Alexandria The GSA Region should be 'W. GSA Region: ** Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CNCL

INPUT DATA

- GSA Region
- Enter 'C' to Cancel

input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

 Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

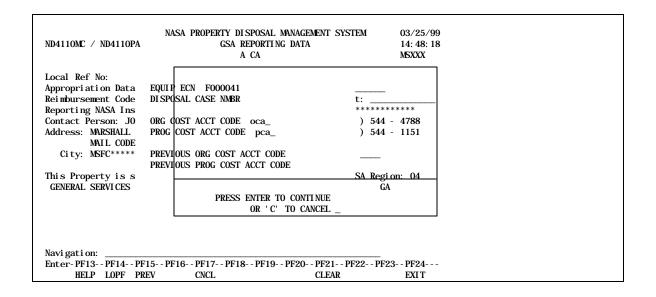
Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM GSA REPORTING DATA A CA	03/01/01 10: 28: 32 MSXXX
Local Ref No: Appropriation Data: Reimbursement Code: A	Turn-In Doc No: Exc/Sale: _ Unclaimed Prop: Fair Mkt: _	_
	ation Name: MARSHALL SPACE FLIGHT CENTER****	
Contact Person: XXXXXX	XXXXXXXXX*****************************	XX - XXXX
MAIL CODE XXX	CE FLIGHT CENTER** Fax: (XXX) X	
City: MSFC*******	******* State: AL Zi p: XXXXX	_
	luled to be reported on 03 23 2001 to GSA F NISTRATION ATLANTA	tegi on: 04 GA
Navigation: Enter-PF13PF14PF15 HELP LOPF PREV	6 PF16 PF17 PF18 PF19 PF20 PF21 PF22 7 CNCL CLEAR	 PF23PF24 EXIT

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks. When Contact Person has been changed, he following pop-up window is displayed:

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	05/16/02	
ND4110MC / ND4110PA	GSA REPORTING DATA	12: 24: 53	
	A CA	MSKKF	
Local Ref No:	Turn-In Doc No:		
Appropriation Data: _		_	
	Exc/Sale: _ Unclaimed Prop: Fair Mkt: _		
	ation Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: kerrie	e farbman*********** Phone: (205) 54	44 - 4788	
Address: MARSHALL SPAC	CE FLIGHT CENTER** Fax: (205) 54	4 - 1151	
+		+	
!		!	
! POC E-MAIL ADDI	RESS:	!	
Thi!		! 4	
GE! KERRI E. FARBMAN@	MSFC. NASA. GOV	!	
!		!	
+		+	
Navi gati on:		-	
Enter-PF13PF14PF15	5 PF16 PF17 PF18 PF19 PF20 PF21 PF22 I	PF23PF24	
HELP LOPF PREV	/ CNCL CLEAR	EXIT	

- POC E-Mail Address
- Press <Enter. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = C or blank
- Press <Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.3 Controlled Component System Item Add with GSA Reporting

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add with GSA reporting function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the property is Automated Data Processing Equipment (ADPE) Reportable, it must be added as the first component system item record.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
 Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
 from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
 on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
 displays the extracted NEMS and Center default data, and places the cursor at the first input
 field.

NASA PROPERTY DI SPOSAL M COMPONENT SYSTEM CONTRO A I	OLLED ITEM ADD	03/01/01 10: 48: 18 MSXXX
Prop Case No: 804101 5335C242 ITEM ID: 03 Co		
Local Ref No: Turn		
Initiators Name:	_ Initiators Org Coo	le:
Initiators Phone: () Item Name: ************************************	NSN: **** _	
Item Name: ************************************	***********	c at at at at
Mfg's Code: Mfg's Name: Model No: Part No:	MF§	g Year:
Model No: Part No:		
Serial No: MMA Code:	CC: ** Cap S	Sens Code: X
QTY: ***** UNIT OF MEASURE: **	ACQ COST: ***	*******
Stock Status Code: 5 Contr Prop: _ Reimbursement Code: _ Grantee Prop: _ Exc/Sale: _ Unclaimed Prop: _ Date Found: Mat Inv: _ SHELF LIFE TYPE: 0 EXP DATE: Haz Mat Code: _ Haz Mat Ind: _ Precious Metals of Item Desc:	Fair Mkt: EXT DATE: Code: A Print Pickup	D Doc: Y
		MN (Y/N): N
Navi gati on:	 	
Enter-PF13PF14PF15PF16PF17PF18PF19	PF20 PF21 PF22 PI	F23 PF24
HELP LOPF PREV CNCL	CLEAR	EXIT

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No

- Serial No.
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost
- Stock Status Code

input values = 1 for Store Stock, 2 for

- Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**

input value = your document number

input values = valid code, **ZZZZZ** or

XXXXX. If using Z or X see corresponding entry

for Mfg's Name.

input values = name with matching

Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX**

Mfg's Code

Tag No

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

• Exc/Sale input value = Y or blank

Unclaimed Prop input value = Y or blank

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Retain input value = Y or N

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.
- If a 'Y' is entered in the retain field, certain data elements on the screen are saved and are displayed for the processing of the next case

The first line of the description contains the line of data from the previous screen and allows for modification.

ROP	ITEM 1				1
ESC					2
					3
					4 5
					6
ECH					
EADERS					
					
					
ECH					1
ESC					0
					4
					F
					6
nter-PF	13 PF14 PF15-	- PF16 PF17 PF	18 PF19 PF20-	PF21 PF22 PF23	3 PF24
HE	LP LOPF	CNCL	PGUP PGDN	INSRT	

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

If FSC Code equals 65 (medical) or 70 (FSG), NPDMS then prompts for Y2K status and certifier's name.

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MA / ND4110PA COMPONENT SYSTEM CONTROLLED I TEM ADD 10: 54: 11 A I MSXXX
Prop Case No: 804101 5335C242
Local Ref No: Turn-In Doc No:
Initiators Name: Initiators Org Code:
Initiators Phone: () NSN: 7021 Item Name: TEST***********************************
Mfg's Code: Mfg's Name: Mfg Year:
Model
Serial ode: X
NIJ4110MI Please Enter Appropriation Data: *****
Stock
Reimbu
Exc/Sa Enter 'C' to Cancel:
Mat. In
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: TEST More: _
RETAIN (Y/N): N
Navigation:
NAVIGATION. Fatter: PF13 - PF14 - PF15 - PF16 - PF17 - PF18 - PF19 - PF20 - PF21 - PF22 - PF23 - PF24
HELP LOPF PREV CNCL CLEAR EXIT

- Appropriation Data
- Enter 'C' to Cancel
- input value = C or blank
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANA	AGEMENT SYSTEM	MM/DD/YY
ND4110MA / ND4110PA CONTROLLED PROPERTY	Y ADD	HH:MM:SS
A CA		XXXXX
Cust	t Acct No: 02022 EC	N: G000101
Local Ref No: Turn-	In Doc No:	
Initiators Name:		
Initiators Phone:() STD: () NSN: 7021	
Item N Y2K STATUS	***	
Mfg's C	Mfg	Year: 2001
Model Status Code: y 'Y' = Y2K Compliant		
Serial 'N' = Not Y2K Complia	ant Cap Sei	ns Code: X
CURR 'U' = Unknown Status	: 1522	.00*****
Stock Certifier's	:	
Reimbur Name:		
Exc/Sal	: :	
	 -	
Haz Mat Code: Haz Mat Ind: _ Precious Metals Cod	de: A Print Pickup 1	Doc: Y
Item Desc:	_	
		N (Y/N): N
Navigation:		. = , = , , 21
Enter-PF13PF14PF15PF16PF17PF18PF19PF		3PF24
HELP LOPF PREV CNCL	CLEAR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED ITEM ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2	11: 47: 06
ΑΙ	MSXXX
Prop Case No: 804101 5335C242 ITEM ID: 03	
Install Name: MARSHALL SPACE FLIGHT CENTER********	
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	X - XXXX
Address: BLDG XXXX1*********************************	* Room:
Property Fax: (XXX) XX	X - XXXX
Property Location City: HUNTSVILLE******** Fax: (XXX) XX State: AL Zip: X	XXXX
Country: Report To: GSA Region: 04 or DRMO DODAAC: Print Doc (Y/	N): N
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1	Artifact: _
DAYS Begin Dates En	d Dates
21_ Installation Screening: 03 01 2001 03	22 2001
Screening 21_ NASA-Wide Screening: 03 01 2001 03	
Timeframes 0_ Other Federal Screening: 03 23 2001 03	23 2001
21_ Donati on Screening: 03 24 2001 04	14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local,	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO	<u> </u>
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22P	F23 PF24
HELP LOPF PREV CNCL CLEAR	EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input values = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

ECN next case to be added, if any

- Cust Acct No next case to be added, if any
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DI SPOSAL MANA ND4110MB / ND4110PA COMPONENT SYSTEM ITEM AD	
Prop Case No: Item Id:	
Install Name: MARSHALL SPACE FLIGHT CENTER****	*****
Contact Person: XXXXXXXXXXXXXXX************	Phone: (XXX) XXX - XXXX
Address: BLDG XXXX*********************************	
Property	Fax: (XXX) XXX - XXXX
Location City: HUNTSVILLE*******	State: AL Zip: 35812
**************	*********
ND4110MK	
If the property is located in the following areas Maryland - Prince Georges and Montgomery Count Virginia - Prince William, Loudon, Fairfax, an Arlington Counties, and City of Ale	ies only d
The GSA Region should be 'W. GSA Region	· **
Enter 'C' To Cancel: _ ************************************	

- GSA Region
- Enter 'C' to Cancel

input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                     05/16/02
ND4110MB / ND4110PA
                            ADD SCREEN 2
                                                     12: 24: 17
                             A CA
                                                     MSKKF
   Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Contact Person: kerrie farbman********** Phone: ( 205 ) 544 - 8394
       Fax: ( 205 ) 544 - 1836
Property
         City: HUNTSFILLE*******
                                      State: AL Zip: 35812 _
Locati on
       Country: ____
Rep +
War!
DML!
    PODI E-MAIL ADDRESS:
                                                      ! t: _
    NEAL, CANTRELL@MSFC, NASA, GOV
Scr!
Ti m +----
                 Donation Screening: 06 08 2002 06 29 2002
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
    HELP LOPF PREV CNCL CLEAR
```

- PODI E-Mail Address
- Press < Enter>. Depending on the previous data entries, NPDMS displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you enter C to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MC / ND4110PA	GSA REPORTING DATA	11: 51: 52
	ΑI	MSXXX
Prop Case No: 804101 53	335C242	
Local Ref No:	Turn-In Doc No:	
Appropriation Data: XXX	(
	Exc/Sale: _ Unclaimed Prop: Fair Mkt:	
Reporting NASA Installa	ation Name: MARSHALL SPACE FLIGHT CENTER*****	*****
Contact Person: XXXXXXX	XXXXXXXX*************** Phone: (XXX) XXX	C - XXXX
Address: MARSHALL SPACE	E FLIGHT CENTER** Fax: (XXX) XXX	C - XXXX
	K	
City: MSFC*******	****** State: AL Zip: 35812	
This Property is schedu GENERAL SERVICES ADMIN	uled to be reported on 11 11 1995 to GSA Reg NISTRATION ATLANTA (gi on: 04 GA
Navigation: Enter-PF13PF14PF15- HELP LOPF	- PF16 PF17 PF18 PF19 PF20 PF21 PF22 PI	F23 PF24

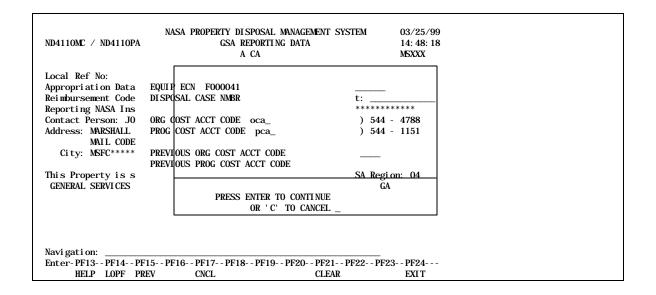
- Appropriation Data
- Reimbursement Code

Exc/Sale input value = Y or blank

- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks. When Contact Person has been changed, the following pop-up window is displayed:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                      05/16/02
ND4110MC / ND4110PA
                          GSA REPORTING DATA
                                                      12: 24: 53
                                                      MSKKF
                             A CA
Local Ref No:
                                  Turn-In Doc No:
Appropriation Data:
Rei mbursement Code: 2 Exc/Sale: _ Unclai med Prop:
                                         Fair Mkt:
Address: MARSHALL SPACE FLIGHT CENTER**
                                      Fax: ( 205 ) 544 - 1151
     POC E-MAIL ADDRESS:
Thi !
                                                       ! 4
     KERRI E. FARBMAN@MSFC. NASA. GOV
GE!
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
    HELP LOPF PREV
                       CNCL
                                         CLEAR
                                                       EXI T
```

- POC E-Mail Address
- Press <Enter>. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

 After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system

ND4110ME / ND4110PA Prop Case No: 804101	NASA PROPERTY DI SPOSAL COMPONENT SYSTEM PRO A I 5335C242		03/01/01 11: 56: 11 MSXXX
	Precious Metals Ind: Artifact:	Total Number of Comp Total Acq Cost:	
Component System Info Component System Na	ormation - ame: COMPUTER SYSTEM******	******* FSC Code: 70	021 CC: 5
Screening 21_ Timeframes 0_ 21_ Method = Install: C M	Other Federal Screening: Donation Screening: NASA-Wide: C (C=NPDMS Catal	10 20 1995 1 11 11 1995 1 11 12 1995 1 log, F=Fax, L=Local, N	1 10 1995 1 10 1995 1 11 1995 2 03 1995 I=NEMS Only)

INPUT DATA

Component System Name

•	FSC Code	input value = component system level
		FSC

• CC input value = component system level CC

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting

This process allows the user to enter Non-Controlled Component System Item Add With GSA Reporting data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

 From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA			12: 07: 41
	A CA		MSXXX
		Cust Acct No: 33001	
Local Ref No:	T	urn-In Doc No:	
Initiators Name:		Initiators Org Co	de:
Initiators Phone: () *****************	NSN: **** _	
Mfg's Code: Mfg'	's Name:	Mf	g Year:
Model No:	Part No:		
Serial No:	MMA Code:	CC: ** Cap	Sens Code: X
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: **	******
·		·	
Stock Status Code: 5	Contr Prop: _	Tag No:	
Reimbursement Code:	Grantee Prop:	Contr/Grant No:	
	Prop: _ Date Found:		
Mat Inv: SHELF LIFE TYPE: 0 EXP DATE: EXT DATE:			
Haz Mat Code: Haz Mat Ind: Precious Metals Code: A Print Pickup Doc: Y			
			AIN (Y/N): N
Navi gati on:			
	PF16 PF17 PF18 PF19		F23 PF24
HELP LOPF PREV	CNCL	CLEAR	EXIT

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
- Mfg Year
- Model No
- Part No

•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N, X, Q, M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	

input value = \mathbf{Y} or \mathbf{N}

Print Pickup Doc

Item Desc

More input value = Y or blank

Retain input value = Y or N

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a \mathbf{Y} is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MA / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM NON-CONTROLLED I TEM ADD A CA Cust Acct No: 33001	03/01/01 12: 21: 52 MSXXX
Local Ref No:	Turn-In Doc No:	
	Initiators Org Cod	
Initiators Phone: () - NSN: 7025	
Item Name: DISPLAY***		****
	g's Name: Mfg	
Model	5 5 114421 1142	
Serial		ode: X
CURR ND4110MI	Please Enter Appropriation Data:	****
Stock		
Reimbu		
Exc/Sa	Enter 'C' to Cancel: _	
Mat In		
Haz Mat Code: Haz N	Wat Ind: _ Precious Metals Code: A Print Pickup	Doc: Y
Item Desc: DISPLAY_		More: _
	RETA	IN (Y/N): N
Navi gati on:		
Enter-PF13PF14PF15	5 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF	23 PF24
HELP LOPF PREV	V CNCL CLEAR	EXIT

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel

input value = C or blank

 Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SY	STEM MM/DD/YY
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD	HH:MM:SS
A CA	XXXXX
Cust Acct No:	33001
Local Ref No: Turn-In Doc No:	
Initiators Name: Initiators	Org Code:
Initiators Phone: () N\$N:	7021
Item N Y2K STATUS	* * * * * * * *
Mfg's C	Mfg Year: 2001
Model Status Code: * 'Y' = Y2K Compliant	
Serial 'N' = Not Y2K Compliant	Cap Sens Code: X
CURR 'U' = Unknown Status	: 125********
Stock Certifier's	:
Reimbur Name:	:
Exc/Sal	:
Mat Inv	:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Prin	t Pickup Doc: Y
Item Desc:	More: _
	RETAIN (Y/N): N
Navigation:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21	PF22PF23PF24
HELP LOPF PREV CNCL CLEAR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

	NAGEMENT SYSTEM 03/01/01 NDD SCREEN 2 12: 23: 35
A CA	MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER**	
Contact Person: XXXXXXXXXXXXXXXXX************	Phone: (XXX) XXX - XXXX
Address: BLDG XXXX**************	
roperty ocation City: HUNTSVILLE********	Fax: (XXX) XXX - XXXX
ocation City: HUNTSVILLE******	State: AL Zip: XXXXX
Country:	_
eport To: GSA Region: 04 or DRMO DODAAC:	Print Doc (Y/N): N
arehouse Loc: Warehoused Da	ite:
ML Code: _ Foreign Prop: _ Reclam Code:	_ CC: A1 Artifact: _
DAYS	Begin Dates End Dates
21_ Installation Screening:	03 01 2001
creening 21_ NASA-Wide Screening:	03 01 2001
imeframes 0_ Other Federal Screening:	
21_ Donati on Screening:	
ethod = Install: C NASA-Wide: C (C=NPDMS Catalog	
DDITIONAL COMPONENT ITEMS (Y/N): N ECN:	
avigation:	
nter- PF13 PF14 PF15 PF16 PF17 PF18 PF19 P	
HELP LOPF PREV CNCL	CLEAR EXIT

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region input value = reporting GSA Region
 - DRMO DODAAC input value = blank

• Print Doc input value = **Y** or **N**

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

ECN next case to be added, if any

Cust Acct No next case to be added, if any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2	03/01/01 10: 16: 12 MSXXX
Prop Case No: Item Id:	
Install Name: MARSHALL SPACE FLIGHT CENTER*********	
Contact Person: XXXXXXXXXXXXXXXX********* Phone: (XXX) XXX	X - XXXX
Address: BLDG XXXX*************************** Bl dg: XXXX******	Room:
Property Fax: (XXX) XXX	X - XXXX
Location City: HUNTSVILLE******** State: AL Zip: XX	XXXX
*********************	****
ND4110MK	
If the property is located in the following areas: Maryland - Prince Georges and Montgomery Counties only Virginia - Prince William, Loudon, Fairfax, and Arlington Counties, and City of Alexandria	
The GSA Region should be 'W . GSA Region: **	
Enter 'C' To Cancel: _	*****
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF	
HELP LOPF PREV CNCL CLEAR	EXIT

- GSA Region
- Enter 'C' to Cancel

input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                    05/16/02
ND4110MB / ND4110PA
                           ADD SCREEN 2
                                                    12: 24: 17
                            A CA
                                                    MSKKF
   Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Fax: ( 205 ) 544 - 1836
Property
         City: HUNTSFILLE*******
                                     State: AL Zip: 35812 _
Locati on
       Country: ____
Rep +
War!
DML!
    PODI E-MAIL ADDRESS:
                                                    ! t: _
    NEAL, CANTRELL@MSFC, NASA, GOV
Scr!
Ti m +----
                Donation Screening: 06 08 2002 06 29 2002
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
    HELP LOPF PREV CNCL CLEAR
```

- PODI E-Mail Address
- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you enter C to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

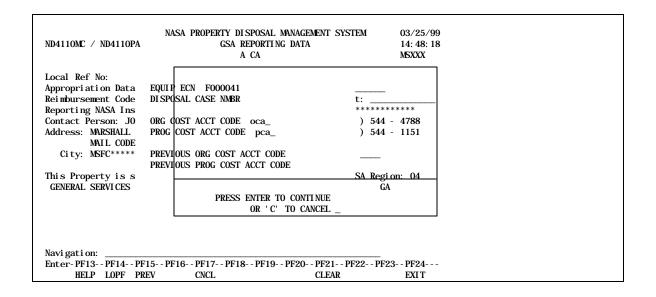
Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA	ASA PROPERTY DI SPOSAL MANAGEMENT SYST GSA REPORTING DATA A CA	EM 03/01/01 12: 26: 34 MSXXX
Local Ref No:	Turn-In Doc No:	
Appropriation Data: TEST1		
	c/Sale: _ Unclaimed Prop: Fair Mk	
Reporting NASA Installation	on Name: MARSHALL SPACE FLIGHT CENTER	******
	XXXXXX************* Phone: (XXX	
Address: MARSHALL SPACE FI MAIL CODE XXXX		X) XXX - XXXX
	**** State: AL Zip: XXXXX	<u> </u>
This Property is scheduled GENERAL SERVICES ADMINIS	d to be reported on 03 23 2001 to 0 TRATION ATLANTA	SA Region: 04 GA
Navigation: Enter-PF13PF14PF15P HELP LOPF PREV	F16PF17PF18PF19PF20PF21PF CNCL CLEAR	722PF23PF24 EXI T

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = Y or blank
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks. When Contact Person has been changed, the following pop-up window is displayed:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                    05/16/02
ND4110MC / ND4110PA
                         GSA REPORTING DATA
                                                    12: 24: 53
                                                    MSKKF
                            A CA
Local Ref No:
                                 Turn-In Doc No:
Appropriation Data:
Address: MARSHALL SPACE FLIGHT CENTER**
                                     Fax: ( 205 ) 544 - 1151
     POC E-MAIL ADDRESS:
Thi!
                                                     ! 4
     KERRI E. FARBMAN@MSFC. NASA. GOV
GE!
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
    HELP LOPF PREV
                      CNCL
                                       CLEAR
                                                    EXI T
```

- POC E-Mail Address
- Press <Enter>. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110ME / ND4110PA COMPONENT SYSTEM PROPERTY CASE ADD 11: 56: 11 MSXXX A T Prop Case No: 804101 5335C242 Haz Mat Ind: Precious Metals Ind: Total Number of Components: 3 DML Code: Artifact: Total Acq Cost: 3258.00 Component System Information -Days Begin Dates End Dates 21_ Installation Screening: 10 20 1995 11 10 1995 NASA-Wi de Screeni ng: Screeni ng 21_ 10 20 1995 11 10 1995 0__ Other Federal Screening: 11 11 1995 11 11 1995 Timeframes 21_ Donation Screening: 11 12 1995 12 03 1995

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only) Navi gati on: Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CLEAR

INPUT DATA

Component System Name

FSC Code input value = component system level

FSC

• CC input value = component system level

CC

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.5 Controlled Add With DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Controlled Add With DRMO Transfer function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
 Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
 from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match
 on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA)
 displays the extracted NEMS and Center default data, and places the cursor at the first input
 field.

oid.		
	NASA PROPERTY DI SPOSAL MANAGEMENT	SYSTEM 03/01/01
ND4110MA / ND4110PA	CONTROLLED PROPERTY ADD	14: 16: 32
	A CA	MSXXX
	Cust Acct N	No: 15020 ECN: G080119
Local Ref No:	Turn-In Doc N	No:
Initiators Name:	Initiato	ors Org Code: XXXX_
Initiators Phone: () - STD: () NS	SN: 5975
Item Name: RACK, ELEC	TRI CAL EQUI PMENT*************	********
	s's Name: ZERO CORP ZERO SOUTH DIV_	
Model		<u> </u>
Seri al		ode: Q
CURR ND4110MI	Please Enter Appropriation Data:	****
Stock		
Rei mbu		
Exc/Sa	Enter 'C' to Cancel: _	
	fat Ind: _ Precious Metals Code: A Pr	
Item Desc:		
		RETAIN (Y/N): N
Navi gati on:	i PF16 PF17 PF18 PF19 PF20 PF21	
HELP LOPF PREV	CNCL CLEA	AR EXIT

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name

- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No

input value = your document number

- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code

input values = valid code, **ZZZZZ** or If using Z or X see

corresponding entry for Mfg's Name.

Mfg's Name

input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost

Stock Status Code input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all

other property

Contr Prop input value = Y or blank

Tag No

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

• Exc/Sale input value = Y or blank

Unclaimed Prop input value = Y or blank

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

• More input value = **Y** or **blank**

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

PROP	ITEM 1	1
DESC		2
		5
		6
TECH		· · · · · · · · · · · · · · · · · · ·
HEADERS		
TOPOU		
TECH DESC		0
		3
Enton DE	13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF	99 DE99 DE94
		22F123F124- SRT

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

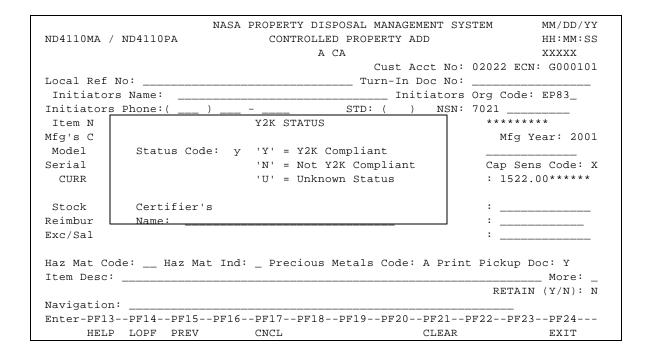
IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

	NASA PROPERTY DISPOSAL MANAGEMENT SYSTE	M 03/01/01				
ND4110MA / ND4110PA		14: 24: 27				
ND4110WA / ND4110FA	A CA	MSXXX				
	Cust Acct No: 15					
Local Pof No:	Turn-In Doc No:					
	Initiators Or					
Initiators Phone: (STD: () NSN: 59	75				
Item Name: RACK FLFC	TRI CAL EQUI PMENT************************************	******				
Mfg's Code: 23481 Mfg	g's Name: ZERO CORP ZERO SOUTH DIV	Mfg Year: XXXX				
Model	s s states and a second pro-	and real inner				
Serial		ode: 0				
	Please Enter Appropriation Data:	****				
	rr r					
Stock						
Rei mbu						
Exc/Sa	Enter 'C' to Cancel: _					
Haz Mat Code: Haz N	Nat Ind: _ Precious Metals Code: A Print P	ickup Doc: Y				
Item Desc:		More: _				
		RETAIN (Y/N): N				
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24						
HELP LOPF PREV	/ CNCL CLEAR	EXI T				

- Appropriation Data
- Enter 'C' to Cancel

input value = C or blank

 Press < ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).



• Status Code Input value = Y, N, or U

· Certifier's Name

• Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL M	ANAGEMENT SYSTEM 03/01/01				
ND4110MB / ND4110PA ADD SCREEN					
A CA	MSXXX				
n on	III/IIIII				
Install Name: MARSHALL SPACE FLIGHT CENTER*	******				
Contact Person: XXXXXXXXXXXXXXXX***********	* Phone: (XXX) XXX - XXXX				
Address: BLDG XXXX**************	* Bldg: XXXX***** Room: XXXXX				
Property	_ Fax: (XXX) XXX - XXXX				
Property Location City: HUNTSVILLE***********************************	State: AL Zip: XXXXX				
Country:	· -				
Report To: GSA Region: 04 or DRMD DODAAC:	Print Doc (Y/N): N				
Warehouse Loc: Warehoused D					
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Artifact: _					
DAYS 21_ Installation Screening:	Begin Dates End Dates				
21_ Installation Screening:	03 01 2001				
Screening 21_ NASA-Wide Screening:	03 01 2001				
Timeframes 21_ Other Federal Screening:	03 23 2001 04 13 2001				
21_ Donati on Screening:	04 14 2001 05 05 2001				
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)					
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:					
Navi gati on:					
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24					
HELP LOPF PREV					

INPUT DATA

• Install Name input value = your center name

Contact Person

Phone

Address (line 1)

Bldg

Room

Address (line 2)

• Fax

• City

State

• Zip

Country

Report to:

— GSA Region input value = blank

DRMO DODAAC transferring DRMO DODAAC

• Print Doc input value = **Y** or **N**

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

• Foreign Prop input value = **Y** or **blank**

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

• Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

• Additional Component Items input values = **N**

• ECN input value = next case to be added, if

any

Cust Acct No input value = next case to be added, if

any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

	NASA PROPERTY DI SPOSAL MANA		05/16/02		
ND4110MB / ND4110P	A ADD SCREEN 2		12: 24: 17		
	A CA		MSKKF		
Install Name:	MARSHALL SPACE FLIGHT CENTER***	*****			
	kerrie farbman***********				
Address:	BLDG 4201***************	Bl dg: 8025***** Ro	oom		
Property		Fax: (205) 544 -	1836		
Location City:	HUNTSFI LLE*******	State: AL Zip: 3581	2		
		•			
Rep +			+		
War!			!		
DML! PODI E-MAIL	ADDRESS:		! t: _		
!			!		
! NEAL. CANTRE	LL@MSFC. NASA. GOV		! 2		
Scr!			! 2		
			+ 2		
21_ Donati on Screening: 06 08 2002 06 29 2002					
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)					
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:					
Navigation:					
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24					
HELP LOPF	PREV CNCL	CLEAR	EXIT		

PODI E-Mail Address

NPDMS displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                  03/01/01
ND4110MD / ND4110PA
                                   DRMO DATA
                                                                  14: 32: 18
                                                                  MSXXX
Local Ref No:
                                         Turn-In Doc No:
Appropriation Data:
Reimbursement Code:
                     Exc/Sal e:
                                 Unclaimed Prop:
                                                  Fair Mkt:
This property is scheduled to be reported on
                                                      to DoDAAC:
Ship from Fedstrip ACC:
                                          Supplementary Address:
Document Identifier Code: TID \, ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: _ \,
Additional Data Code: Shipping: ___ DRMD Receiving:
```

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or **blank**

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M or R

Mark For input value = HM or HW

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.6 Non-Controlled Add with DRMO Transfer

This process allows the user to enter single case Non-Controlled Add With DRMO Transfer data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

 From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA	A CA				
I I D C V					
	Turn-In Doc No:				
Initiators Name:	Initiators	s Org Code: XXXX_			
	STD: () NSN:				
Item Name: WHEELCHAIR,	MDTORI ZED CART****************	********			
	Name: EVEREST AND JENNINGS INC				
Model No: MOBLE-L-B	Part No:				
Serial No: 2869171	MMA Code: CC: **	Can Sens Code: 0			
CURR OTY: 1****	UNIT OF MEASURE: EA UNIT ACQ O	COST: 1157.00******			
Exc/Sale: _ Unclaimed Pro	Contr Prop: _ Tag Grantee Prop: _ Contr/Grant op: _ Date Found: Fair Ind: _ Precious Metals Code: A Prir	Mkt:			
	That _ freefous meetrs code. If fift	•			
T Celli Desc.		RETAIN (Y/N): N			
N					
	DELO DELO DELO DELO DELO				
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24					
HELP LOPF PREV	CNCL CLEAR	EXIT			

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
- Mfg Year
- Model No
- Part No

•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N, X, Q, M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	
•	Print Pickup Doc	input value = Y or N

Item Desc

More input value = Y or blank

• Retain input value = **Y** or **N** (Default = N)

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

OP CCC	ITEM 1	1
ESC		2 3
		3
		5
		6
		U
СН		
ADERS		
ECH	· · · · · · · · · · · · · · · · · · ·	1
SC		2
		3
		5
	13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23	PF24
HE	LP LOPF CNCL PGUP PGDN I NSRT	

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	I 03/01/01				
ND4110MA / ND4110PA						
ADTIONA / ADTIONA	A CA	MSXXX				
	Cust Acct No: 162					
Local Ref No:	Turn-In Doc No:					
	Initiators Org					
Initiators Phone: (_) STD: () NSN: 653	0				
Item Name: WHEELCHAIF	R, MOTORI ZED CART******************	*****				
	g's Name: EVEREST AND JENNINGS INC					
Model						
Seri al		ode: Q				
CURR ND4110MI	Please Enter Appropriation Data:	****				
Stock						
Rei mbu						
Exc/Sa	Enter 'C' to Cancel: _					
W W G I W N	V. I. D. I. W. I. G. I. I. D. I. D.		-			
	Wat Ind: _ Precious Metals Code: A Print Pi	•				
Item Desc:						
RETAIN (Y/N): N						
Navi gati on:						
HELP LOPF PREV						
HELF LOFT PREV	V CNCL CLEAR	EALI				

- Additional Item Description.
- Enter 'C' to Cancel input value = **C** or **blank**
- Press < ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT S	YSTEM MM/DD/YY
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD	HH:MM:SS
A CA	XXXXX
Cust Acct No	: 33001
Local Ref No: Turn-In Doc No	<u> </u>
Initiators Name: Initiators	org Code:
Initiators Phone:() NSN	: 7021
Item N Y2K STATUS	* * * * * * * *
Mfg's C	Mfg Year: 2001
Model Status Code: * 'Y' = Y2K Compliant	
Serial 'N' = Not Y2K Compliant	Cap Sens Code: X
CURR 'U' = Unknown Status	: 125*******
Stock Certifier's	:
Reimbur Name:	:
Exc/Sal	:
Mat Inv	:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Prin	nt Pickup Doc: Y
Item Desc:	More: _
	RETAIN (Y/N): N
Navigation:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21	-PF22PF23PF24
HELP LOPF PREV CNCL CLEAR	EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

	ANAGEMENT SYSTEM 03/01/01
D4110MB / ND4110PA ADD SCREEN	
A CA	MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*	******
Contact Person: XXXXXXXXXXXXXXX**********************	
Address: BLDG XXXX*********************************	* Bl dg: XXXX***** Room XXXXX
roperty	Fax: (XXX) XXX - XXXX
roperty Ocation City: HUNTSVILLE***********************************	State: AL Zip: XXXXX
Country	
eport To: GSA Region: 04 or DRMD DODAAC:	Print Doc (Y/N): N
arehouse Loc: Warehoused D	late:
ML Code: _ Foreign Prop: _ Reclam Code:	_ CC: A1 Artifact: _
DAYS	Begin Dates End Dates
21_ Installation Screening:	03 01 2001
creening 21_ NASA-Wide Screening:	03 01 2001
imeframes 21_ Other Federal Screening:	03 23 2001 04 13 2001
21_ Donation Screening:	04 14 2001 05 05 2001
Lethod = Install: C NASA-Wide: C (C=NPDMS Catalo	g, F=Fax, L=Local, N=NEMS Only)
DDITIONAL COMPONENT ITEMS (Y/N): N ECN:	
avi gati on: Inter- PF13 PF14 PF15 PF16 PF17 PF18 PF19	
HELP LOPF PREV CNCL	CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

ECN input value = next case to be added, if

any

Cust Acct No input value = next case to be added, if

any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                05/16/02
ND4110MB / ND4110PA
                         ADD SCREEN 2
                                                12: 24: 17
                          A CA
                                                MSKKF
   Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Contact Person: kerrie farbman********** Phone: ( 205 ) 544 - 8394
      Fax: ( 205 ) 544 - 1836
Property
        City: HUNTSFILLE*******
                                  State: AL Zip: 35812 __
Locati on
      Country:
Rep +-----
War!
DML! PODI E-MAIL ADDRESS:
                                                ! t: _
  ! NEAL. CANTRELL@MSFC. NASA. GOV
                                                ! 2
Scr!
Ti m +----
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
   HELP LOPF PREV CNCL CLEAR EXIT
```

INPUT DATA

PODI E-Mail Address

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                    03/01/01
ND4110MD / ND4110PA
                                    DRMO DATA
                                                                    14: 32: 18
                                                                    MSXXX
Local Ref No:
                                           Turn-In Doc No:
Appropriation Data:
                     Exc/Sal e:
                                  Unclaimed Prop: Fair Mkt:
Reimbursement Code:
This property is scheduled to be reported on
                                                       to DoDAAC:
Ship from Fedstrip ACC:
                                            Supplementary Address:
Document Identifier Code: TID ADPE Identification: _ Physical Security: *
Disposal Authority Code: * Mark For: _
Additional Data Code: Shipping: __ DRMD Receiving: __
Navi gati on:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF9---PF10--PF11--PF12---
     HELP LOPF
```

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M, or R

Mark For input value = HM or HW

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.7 Controlled Component System Item Add with DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add With DRMO Transfer function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the COMPONENT SYSTEM CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active
 Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data
 from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match

on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

	NASA PROPERTY DI SPOSAL	MANAGEMENT SYSTEM	03/01/01
ND4110MA / ND4110PA	COMPONENT SYSTEM CO	NTROLLED ITEM ADD	15: 09: 16
	A CA		MSXXX
Prop Case No:		Cust Acct No: 3300	
Local Ref No:			
Initiators Name:		Initiators Org Co	de:
Initiators Phone: () Item Name: ************************************		NSN: **** _	
Mfg's Code: Mfg's	s Name:	Mf	g Year:
Model No:	Part No:		
Serial No:	MMA Code:	CC: ** Cap	Sens Code: X
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: **	******
Stock Status Code: 5 Reimbursement Code: _	Contr Prop: _	Tag No:	
Exc/Sale: _ Unclaimed Pr			
Mat Inv: _ SHELF LIFE T			
Haz Mat Code: Haz Mat			
Item Desc:			
Naci dati an			AIN (Y/N): N
Navi gati on: Enter- PF13 PF14 PF15			EOO DEOA
		PF2UPF21PF22P CLEAR	F23 PF24 FXIT
HELP LOPF PREV	CNCL	CLEAR	EAI I

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

IINF	OIDAIA	
•	Local Ref No	
•	Turn-in Doc No	input value = your document number
•	Initiators Name	
•	Initiators Org Code	
•	Initiators Phone	
•	NSN	
•	Item Name	
•	Mfg's Code	input values = valid code, ZZZZZ or XXXXX . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank

Contr/Grant No

•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	
•	Print Pickup Doc	input value = Y or N
•	Item Desc	

More

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

input value = Y or blank

If a 'Y' is entered in the More field, NPDMS displays pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

PROP	ITEM 1	1
DESC		2
		3
		4
		5 6
		О
ГЕСН		
TEADERS		
ГЕСН		
DESC	,	
		6

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

		p.to .o. / pp. opat.o ata /	
ND4110MA / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT COMPONENT SYSTEM CONTROLLED ITE		
	A CA	MSXXX	
	Cust Acct N	o: 33001	
Local Ref No:	Turn-In Doc N	(o:	
Initiators Name:	Initiato	ors Org Code:	
Initiators Phone: (NS	N: 7021	
Item Name: TEST 1***	*******************	*****	
	g's Name:		
Model		=	
Seri al		ode: X	
CURR ND4110MI	Please Enter Appropriation Data:	****	
Stock			
Reimbu			
Exc/Sa	Enter 'C' to Cancel: _		
Mat In		_	
	Mat Ind: _ Precious Metals Code: A Pr		
Item Desc: TEST			
		RETAIN (Y/N): N	
		 	
	5 PF16 PF17 PF18 PF19 PF20 PF21		
HELP LOPF PRE	V CNCL CLEA	R EXIT	

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA	5****** Room XX) XXX - XXXX Zip: XXXXX Doc (Y/N): N A1
Contact Person: XXXXXXXXXXXXX************************	5****** Room XX) XXX - XXXX Zip: XXXXX Doc (Y/N): N A1
Contact Person: XXXXXXXXXXXXX************************	5****** Room XX) XXX - XXXX Zip: XXXXX Doc (Y/N): N A1
Address: BLDG XXXX*********************************	5****** Room XX) XXX - XXXX Zip: XXXXX Doc (Y/N): N A1
Property Country:	XX) XXX - XXXX Zip: XXXXX Doc (Y/N): N A1
Country:	Doc (Y/N): N
Country:	Doc (Y/N): N
Report To: GSA Region: 04 or DRMD DODAAC: Print Warehouse Loc: Warehoused Date: DML Code: Foreign Prop: Reclam Code: CC: DAYS Begin Date 21 Installation Screening: 03 01 2001 2001 201	A1 Artifact: _
Warehouse Loc: Warehoused Date:	A1 Artifact: _
DML Code: Foreign Prop: Reclam Code: CC: DAYS Begin Date 21 Installation Screening: 03 01 2001 Screening 21 NASA-Wide Screening: 03 01 2001 Timeframes 0 0ther Federal Screening: 03 23 2001	A1 Artifact: _
DAYS 21_ Installation Screening: 03 01 2001 Screening 21_ NASA-Wide Screening: 03 01 2001 Timeframes 0_ Other Federal Screening: 03 23 2001	
21_ Installation Screening: 03 01 2001 Screening: 21_ NASA-Wide Screening: 03 01 2001 Timeframes 0_ 0ther Federal Screening: 03 23 2001	End Dates
Timeframes 0_ Other Federal Screening: 03 23 2001	03 22 2001
Timeframes 0_ Other Federal Screening: 03 23 2001	03 22 2001
21 Donation Screening: 03 24 2001	03 23 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L	
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21-	
HELP LOPF PREV CNCL CLEAR	EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input values = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

• Artifact input value = **Y** or **blank**

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

• ECN input value = next case to be

added, if any

Cust Acct No input value = next case to be

added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
the cursor placed at the first field in error. After the corrected data has been entered, press
<Enter>. The system continues to validate each data field until all data passes the edit
checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

ND4110MB / ND4110PA	NASA PROPERTY DI SPOSAL MAN ADD SCREEN 2 A CA		05/16/02 12: 24: 17 MSKKF
Install Name: M	ARSHALL SPACE FLIGHT CENTER***	******	
	errie farbman***********		
Address: Bl	LDG 4201***************	Bl dg: 8025***** Ro	om
Property	UNTSFI LLE*******	Fax: (205) 544 -	1836
Location City: H	UNTSFI LLE********	State: AL Zip: 3581	2
Rep + War !			+ !
DML! PODI E-MAIL AI	nnpecc.		: ! t:
I TODI E MATE A	DDML33.		
. NEAL. CANTRELL®	@MSFC, NASA, GOV		! 2
Scr!			! 2
Tim +			+ 2
21_	Donation Screening: 0	6 08 2002 06 29	2002
Method = Install: C I	NASA-Wide: C (C=NPDMS Catalog,	F=Fax, L=Local, N=N	EMS Only)
	ITEMS (Y/N): N ECN:		
	15 PF16 PF17 PF18 PF19 PF		
HELP LOPF PRI	EV CNCL	CLEAR	EXIT

INPUT DATA

- PODI E-Mail Address
- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM DRMD DATA		03/01/01 14: 32: 18 MSXXX
Local Ref No:	Turn- I n	Doc No:	
Appropriation Data: Reimbursement Code:	Exc/Sale: Unclaimed Prop:	Fair Mkt:	
This property is scheen	duled to be reported on	to DoDAAC:	
Ship from Fedstrip ACC	C: Suppl ei	mentary Address:	
Document Identifier Code: TID ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: _ Additional Data Code: Shipping: _ DRMD Receiving: Navigation:			
HELP LOPF			

INPUT DATA

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M or R

• Mark For input value = **HM** or **HW**

Additional Data Code

- Shipping
- DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110ME / ND4110PA COMPONENT SYSTEM PROPERTY CASE ADD 11: 56: 11 MSXXX A T Prop Case No: 804101 5335C242 Haz Mat Ind: Precious Metals Ind: Total Number of Components: 3 DML Code: Artifact: Total Acq Cost: 3258.00 Component System Information -Days Begin Dates **End Dates** 21_ Installation Screening: 10 20 1995 11 10 1995 NASA-Wi de Screeni ng: Screeni ng 21_ 10 20 1995 11 10 1995 0__ Other Federal Screening: 11 11 1995 11 11 1995 Timeframes 21_ Donation Screening: 11 12 1995 12 03 1995

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only) Navi gati on: Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---HELP LOPF PREV CLEAR

INPUT DATA

Component System Name

FSC Code input value = component system level

FSC

• CC input value = component system

level CC

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

- Days
- NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

- Days
- Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer

This process allows the user to enter Component System Item Non-Controlled Add With DRMO Transfer data.

 From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

		MANAGEMENT SYSTEM - CONTROLLED ITEM AD	
Prop Case No:	Item ID	Cust Acct No: 330	01 ECN:
Local Ref No:			
Initiators Name:		Initiators Org C	ode:
Initiators Phone: ()	-	NSN: ****	
Initiators Phone: ()	*******	*******	*****
Mfg's Code: Mfg's Nam			
Model No:	Part No:		
Serial No: CURR QTY: ***** UNI	MMA Code:	CC: ** Cap	Sens Code: X
CURR QTY: ***** UNI	Γ OF MEASURE: **	UNIT ACQ COST: *	******
Stock Status Code: 5 Reimbursement Code:	_ Date Found: D EXP DATE: _ Precious Metals	Fair Mkt: EXT DATE: _ Code: A Print Pick	up Doc: Y
		RE	TAIN (Y/N): N
Navi gati on:			_
Enter-PF13PF14PF15PF16	- PF17 PF18 PF19-	- PF20 PF21 PF22	PF23 PF24
HELP LOPF PREV	CNCL	CLEAR	EXIT

INPUT DATA

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, ZZZZZ
 or XXXXX. If using Z or X see corresponding entry for Mfg's Name.
- Mfg Year

•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N , X , Q , M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	

- Print Pickup Doc input value = Y or N
- Item Desc
- More input value = **Y** or **blank**
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRI PTI ON	
PROP	ITEM 1	1
DESC		2
		3
		4 5
		6
TECH		
HEADERS		
TECH		
DESC		
		~
		C
Enton DE	 13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23	DE94
	.P LOPF CNCL PGUP PGDN INSRT	PF24
1112	A LOTT CHOL TUDY THERE	

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

	NASA PROPERTY DISPO	SAI MANACEMENT SV	STEM	03/01/01	
ND4110MA / ND4110PA	COMPONENT SYSTEM NO			14: 11: 00	
ADTIONA / ADTIONA	COM ONENT SISIEM NO	N CONTROLLED TIEM	ADD	MSXXX	
Prop Case No:	Item No:	Cust Acct No:	16230 FCN		
Initiators Name:		Initiators	Org Code:	XXXX	
Initiators Phone: (_)	STD: () NSN:	XXXX		
Item Name: WHEELCHAI	R, MOTORIZED CART****	*******	******	k**	
	g's Name: EVEREST AND				
Model			- 0		
Seri al				ode: Q	
CURR ND4110MI	Please Enter Appropr	riation Data:		****	
Stock					
Rei mbu					
Exc/Sa	Enter 'C' to Ca	ncel: _			
				_	
	Mat Ind: _ Precious Me				
Item Desc:					
N			RETALN	N (Y/N): N	
Navigation:	5 PF16 PF17 PF18 P	PELO PEGO PEGA	DEGG DEGG	DE04	
				3 PF24	
HELP LOPF PREV	CNCL	CLEAR	EXIT		

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = C or blank
- Press < ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT	r system MM/DD/YY
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADI	
A CA	XXXXX
Cust Acct	No: 33001
Local Ref No: Turn-In Doc	No:
Initiators Name: Initiat	cors Org Code:
Initiators Phone:()	NSN: 7021
Item N Y2K STATUS	******
Mfg's C	Mfg Year: 2001
Model Status Code: * 'Y' = Y2K Compliant	
Serial 'N' = Not Y2K Compliant	Cap Sens Code: X
CURR 'U' = Unknown Status	: 125*******
Stock Certifier's	:
Reimbur Name:	:
Exc/Sal	
Mat. Inv	:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A N	Print Dickup Dog: V
Item Desc:	
	RETAIN (Y/N): N
Navigation:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF2	21PF22PF23PF24
HELP LOPF PREV CNCL CLI	EAR EXIT

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPUSAL MA ND4110MB / ND4110PA COMPONENT SYSTEM ITEM AD	NAGEMENT SYSTEM 03/01/01 DD SCREEN 2 12: 26: 45
TOTAL OF THE STATE	MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER**	******
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Address: BLDG XXXX**************	Bldg: XXXX***** Room
Property	Fax: (XXX) XXX - XXXX
Property Location City: HUNTSVILLE********	State: AL Zip: XXXXX
Country:	
Report To: GSA Region: 04 or DRMO DODAAC:	Print Doc (Y/N): N
Warehouse Loc: Warehoused Da	nte:
DML Code: Foreign Prop: Reclam Code:	CC: A1 Artifact:
DAYS	Begin Dates End Dates
21_ Installation Screening:	03 01 2001
Screening 21_ NASA-Wide Screening:	03 01 2001
Timeframes 0 Other Federal Screening:	03 23 2001
21_ Donation Screening:	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog	g, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN:	
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19P	
HELP LOPF PREV CNCL	CLEAR EXIT

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y.

ECN input value = next case to be

added, if any

Cust Acct No input value = next case to be

added, if any

• NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the Contact Person is changed, NPDMS displays the following pop-up window:

ND4110MB / ND4110PA	NASA PROPERTY DI SPOSAL MAN ADD SCREEN 2 A CA		05/16/02 12: 24: 17 MSKKF
Install Name: MARSH	HALL SPACE FLIGHT CENTER***	*****	
	e farbman***********		
Address: BLDG	4201*************	Bl dg: 8025***** Ro	oom
Property		Fax: (205) 544 - State: AL Zip: 3581	1836
Location City: HUNTS	SFI LLE********	State: AL Zip: 3581	2
Country:			
			+
War!			!
DML ! PODI E-MAIL ADDRE	SS:		! t: _
!	TO MAGA GOV		!
! NEAL. CANTRELL@MSF	C. NASA. GUV		! 2
Scr!			! 2
'			· -
	Donation Screening: 0		
	A-Wide: C (C=NPDMS Catalog,		
	EMS (Y/N): N ECN:	_ CUST ACCT NO: _	
Navi gati on:		90 DE91 DE99 DE99	DE94
HELP LOPF PREV	PF16PF17PF18PF19PF	20 PF21 PF22 PF23 CLEAR	SPF24 EXIT
TELP LUPP PREV	CNCL	CLEAR	EAI I

INPUT DATA

- PODI E-Mail Address
- Press <Enter>. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
 - If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM DRMO DATA		03/01/01 14: 32: 18 MSXXX
Local Ref No:	Turr	-In Doc No:	
Appropriation Data: Reimbursement Code:	Exc/Sale: Unclaimed Pro	p: Fair Mkt:	
This property is sche	duled to be reported on	to DoDAAC:	
Ship from Fedstrip AC	C: Sup	plementary Address:	
Disposal Authority Co Additional Data Code: Navigation:	ode: TID ADPE Identification de: * Mark For: Shipping: DRMD Reco	i vi ng:	·

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M, or R

• Mark For input value = **HM** or **HW**

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

ND4110ME / ND4110PA Prop Case No:	NASA PROPERTY DI SPOSAL M COMPONENT SYSTEM PROPI		03/01/01 14: 52: 04 MSXXX
		Total Number of C Total Acq Cost:	omponents:
Component System Info Component System Na	ormation - ume: ************************************	****** FSC Code:	**** CC: **
Days 0	Installation Screening:	Begin Dates ** ** ***	End Dates ** ** ****
Screening 0	NASA-Wide Screening:	** ** ***	** ** ****
Timeframes 0	Other Federal Screening	** ** ****	** ** ****
0	Donati on Screeni ng:	** ** ***	** ** ***
Method = Install: * N	ASA-Wide: * (C=NPDMS Catalo	og, F=Fax, L=Local	, N=NEMS Only)
N		—	
			DE11 DE19
THICKLALL LANGUAGE	.v	110110-	EXIT
Enter-PF1PF2PF3	8 PF4 PF5 PF6 PF7 N	PF8PF9PF10-	

Component System Name

• FSC Code input value = component system

level FSC

• CC input value = component system

level CC

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

- Days
- NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

- Days
- Other Federal Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with
 the cursor placed at the first field in error. After the corrected data has been entered, press
 <Enter>. The system continues to validate each data field until all data passes the edit
 checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.9 Component System Item Add To Existing Component System

This Add process allows the user to Add an item to an established component system.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter an existing Component System Prop Case No and Press **<Enter>**. This brings up ND4110MA screen with Prop Case No and Next Item Id (assigned by the system).
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
- 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
- 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
- 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)
- 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to add another component item:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                  03/01/01
ND4110MB / ND4110PA
                       COMPONENT SYSTEM ITEM ADD SCREEN 2
                                                                  12: 26: 45
                                                                  MSXXX
Property Case No:
                                Item Id:
     Install Name: MARSHALL SPACE FLIGHT CENTER**********
   Address: BLDG XXXX**************
                                               Bl dg: XXXX***** Room
Property
                                                 Fax: ( XXX ) XXX - XXXX
            City: HUNTSVILLE*******
                                               State: AL Zip: XXXXX _
Locati on
         Country:
Report To: GSA Region: 04 or DRMD DODAAC:
                                                  Print Doc (Y/N): N
                                  Warehoused Date:
Warehouse Loc:
                                                    CC: A1
DML Code: _
               Foreign Prop: _
                                 Recl am Code:
                                                               Artifact: _
              DAYS
                                              Begin Dates
                                                             End Dates
              21_
                      Installation Screening:
                                             03 01 2001
                                                             03 22 2001
Screeni ng
               21_
                        NASA-Wi de Screeni ng:
                                             03 01 2001
                                                            03 22 2001
Timeframes
              0___
                     Other Federal Screening:
                                             03 23 2001
                                                            03 23 2001
                          Donation Screening: 03 24 2001
                                                            04 14 2001
              21
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N
                                   ECN:
                                                   CUST ACCT NO:
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP LOPF PREV
                            CNCL
                                                  CLEAR
```

INPUT DATA

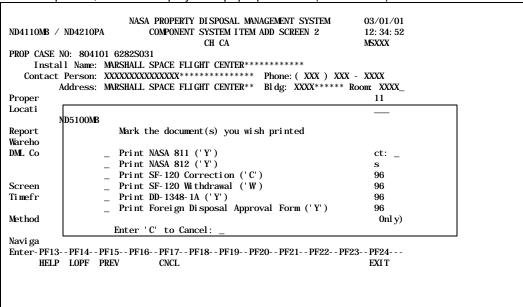
Print Doc input value = Y or N

NOTE: If the property of either case was reported to GSA, the user may wish to generate a correction document to GSA.

Additional Component Item input value = Y

Press < Enter>.

If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).



INPUT DATA

- Print SF-120 Correction ('C') input value = C
- Press <Enter>.

If Print SF-120 equals C, NPDMS displays the pop-up window (ND5100MD).

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                             03/01/01
                     COMPONENT SYSTEM ITEM ADD SCREEN 2
ND4110MB / ND4210PA
                                                             12: 34: 52
                                                             MSXXX
                                 CH CA
PROP CASE NO: 804101 6282S031
    Install Name: MARSHALL SPACE FLIGHT CENTER*********
  Address: MARSHALL SPACE FLIGHT CENTER** Bldg: XXXX***** Room: XXXX_
           Fax: ( XXX ) XXX - XXXX
Property
Location
                                           State: AL Zip: XXXXX _
                ******************************
       ND5100MD
               GSA Withdrawal Approval Date: ** ** ****
       Withdrawal/Correction Narrative:
                 Enter 'C' to Cancel:
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP LOPF PREV
                         CNCI.
                                                              FXIT
```

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = C or blank
- Press **<Enter>**. From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections. If you enter **C** to Cancel, NPDMS displays the component System Item Add Screen 2 (ND4110MB).

4.8.1.10 Single and Component System Item Case Add With Receipt

This Add process allows the user to generate a Receipt, which records the physical receipt of personal property by the PDO. To generate a Receipt outside the Add process refer to UOG Section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the Case Add screen,
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
 - 4.8.1.1 (Controlled Add with GSA Reporting)
 - 4.8.1.2 (Non-Controlled Add with GSA Reporting)
 - 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.5 (Controlled Add with DRMO Transfer)
 - 4.8.1.6 (Non-Controlled Add with DRMO Transfer)
 - 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)

4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to generate a Receipt at the time of Add:

NASA PRO	OPERTY DISPOSAL MANAGEMENT SYSTEM	I 03/01/01
ND4110MB / ND4110PA COMPONI	ENT SYSTEM ITEM ADD SCREEN 2	12: 26: 45
		MSXXX
Prop Case No:	Item Id:	
Install Name: MARSHALL SPAC	CE FLIGHT CENTER*********	
Contact Person: XXXXXXXXXXXXXXX	X****** Phone: (XXX)	XXX - XXXX
	****** Bl dg: XXXX***	
Property	Fax: (XXX) ******* State: AL Zip	XXX - XXXX
Location City: HUNTSVILLE***	****** State: AL Zip	: XXXXX
Country:	 	
Report To: GSA Region: 04 or 1	DRMD DODAAC: Print Doc	(Y/N): N
Warehouse Loc:	Warehoused Date:	
DML Code: _ Foreign Prop: _	Recl am Code: _ CC: A1	Artifact: _
DAYS	Begin Dates	End Dates
21_ Installa	ation Screening: 03 01 2001	03 22 2001
Screening 21_ NASA-	Wi de Screening: 03 01 2001 deral Screening: 03 23 2001	03 22 2001
Timeframes 0_ Other Fed	deral Screening: 03 23 2001	03 23 2001
	ation Screening: 03 24 2001	
	C (C=NPDMS Catalog, F=Fax, L=Loca	
ADDITIONAL COMPONENT ITEMS (Y/N)	: N ECN: CUST ACCT	' NO:
Navi gati on:		
	F17 PF18 PF19 PF20 PF21 PF22	
HELP LOPF PREV CI	NCL CLEAR	EXI T

INPUT DATA

- Warehouse Loc
- Warehoused Date

input format = MM/DD/YYYY

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

NPDMS will test for modifications made to the date fields when the <Enter> key is pressed. The ND4110MB (ADD SCREEN 2) screen will display again with newly calculated dates.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

 From this point, NPDMS processing continues the same as in the previously cited UOG Sections.
 Refer to the appropriate UOG Sections.

4.8.1.11 Non-Controlled/Controlled Property Check

This Add process is initiated for the functional Add of Non-Controlled property Add data. During the Non-Controlled property Add, the system checks for Controlled (NEMS-tagged) property using the manufacturer model, serial number, quantity, and unit of measure. If the quantity equals one (1), and the unit of measure equals each (ea), and a match of the manufacturer model and serial number occurs for a controlled piece of property monitored by NEMS, NPDMS allows the user to process the property as Controlled or Non-Controlled.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD (ND4110MA) screen,

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ITEM ADD 10: 48: 18
MSXXX
Prop Case No: 804101 5335C242
Local Ref No: Turn-In Doc No:
Initiators Name: Initiators Org Code:
Initiators Phone: () - NSN: ****
Initiators Phone: () NSN: **** Item Name: ************************************
Mfg's Code: Mfg's Name: Mfg Year:
Model No: Part No: Serial No: MMA Code: CC: ** Cap Sens Code: X QTY: ****** UNIT OF MEASURE: ** ACQ COST: ************************************
Serial No: MMA Code: CC: ** Cap Sens Code: X
OTY: ***** UNIT OF MEASURE: ** ACQ COST: ***********
11.0
Stock Status Code: 5 Contr Prop: _ Tag No:
Reimbursement Code: _ Grantee Prop: _ Contr/Grant No:
Exc/Sale: _ Unclaimed Prop: _ Date Found: Fair Mkt:
Mat Inv: _ SHELF LIFE TYPE: 0 EXP DATE: EXT DATE:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: More: _
RETAIN (Y/N): N
Navigation:
Navigation
HELP LOPF PREV CNCL CLEAR EXIT

INPUT DATA

Local Ref No

Turn-In Doc No input value = your document number Initiators Name Initiators Org Code Initiators Phone NSN Item Name Mfg's Code input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding Mfg's Name. entry for Mfg's Name input values = blank, name with matching Mfg's Code, Code, or MFG UNKNOWN with ZZZZZZ Mfg's **CODE NOT ASSIGNED** with XXXXX Mfg's Code Mfg Year Model No NOTE: the value cannot be blank or NONE Part No Serial No NOTE: the value can not be blank or NONE MMA Code CC Cap Sens Code input values = N, X, Q, M or P

input value = **ea**

Qty

Unit of Measure

input value = 1

-	One Acq Oost	
•	Stock Status Code 2 for Program Stock, 3 for 4 for Equipment, 5 for all	input values = 1 for Store Stock, Stand-By-Stock, Capitalized other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv input value = Y or blank	
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Precious Metals Code	
•	Print Pickup Doc	input value = Y or N
•	Item Desc	
•	More	input value = Y or blank

Unit Acq Cost

 Press <Enter>. NPDMS displays a pop-up window (ND4110MF) message prompt that requires user response.

ND4110MA / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM NON-CONTROLLED PROPERTY ADD A CA Cust Acct No: XXX	12: 07: 41 MSXXX XX		
	Turn-In Doc No:			
Initiators Name: Initiators Org Code:				
ND4110MF				
A record has been found on the NEMS Equipment File with the same Model Number and Serial Number.				
T				
ECN: Item Na	me:			
Do you wish to process this case as a Controlled Property? (Y/N): $_$				
NOTE: Some of the data may be changed.				
Navi gati on:				
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24				
HELP LOPF PREV	CNCL CLEAR	EXIT		

INPUT DATA

Process as a Controlled Property input value = Y or N

• Enter 'C' to Cancel input value = **C** or **blank**

- Press <Enter>. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and remains on the Add screen for entry of the next record.
- Haz Mat Ind